

**BUREAU OF INDIAN STANDARDS**

**भारतीय मानक ब्यूरो**

**National Institute of Training for Standardization**

**राष्ट्रीय मानकीकरण प्रशिक्षण संस्थान**

**Ref: NITS/ IGOT**

**14.05.2024**

**Sub : Training of BIS officials on iGOT Portal – Guidelines**

1. The iGOT Karmayogi (<https://igotkarmayogi.gov.in/#/>), is a learning and career management platform designed for government officials. It's a part of Karmayogi Bharat, which is integral to the National Programme for Civil Services Capacity Building (NPCSCB), also called Mission Karmayogi. The platform offers online continuous, frictionless, self-paced and guided learning, including networking and peer-to-peer interactions, alongside career management tools.

2. It has been advised by CA that BIS officers and staff shall undergo training on the iGOT Portal, on courses relevant to their field of activity. Accordingly, the following course modules have been selected and approved by CA :

**A. Karmayogi Prarambh Module - For Group A and B officers (Scientific /Non-scientific). The identified topics under this module are as given below:**

1. Code of Conduct for Government Employees
2. Prevention of Sexual Harassment of Women at Workplace
3. Understanding Motivation
4. Self-Leadership
5. Stress Management
6. Effective Communication
7. Microsoft Word Beginners
8. Microsoft Excel for Beginners

**B. DAKSHTA program module - for Section Officers, PS and below-**

The identified topics under this module are as given below:

1. Leave Rules
2. Noting and Drafting
3. Office Procedure
4. Government E Marketplace
5. Right to Information Act - Part 1
6. Right to Information Act - Part 2
7. Code of Conduct for Government Employees
8. Public Procurement Framework of GOI

9. Parliamentary Procedures
10. Pay Fixation
11. Annual Performance Appraisal Report (APAR)

3. The above trainings are to be undertaken as follows:

a. Concerned officials have to first register themselves on the portal through the link given below:

<https://portal.igotkarmayogi.gov.in/public/signup>.

b. The above 2 broad category of programmes are listed under “CURATED PROGRAMMES” in the LEARN Tab. Both the programs are online, self-paced courses. The courses are free of cost for registered participants

c. All concerned officials are advised to register and complete the relevant courses successfully as assigned above. It may please be noted that the above courses are to be successfully completed within a period of one month from May 15<sup>th</sup>, 2024, to June 15<sup>th</sup>, 2024

d. HODs shall ensure that concerned officials in their department successfully complete all the assigned courses within the stipulated time HODs shall also ensure that the officials undertake these courses on a regular basis and do not keep it pending till the last date.

e. On successful completion of the course the participants will be provided a certificate of completion generated through the portal which must be shared with NITS through respective HODs via email on the 1<sup>st</sup> and 16<sup>th</sup> of every month.

4. The names of the officials who have successfully completed the courses are required to be sent by NITS to DoCA on regular basis, hence the times lines mentioned above may be followed strictly.

SUSHMA RAO  
Sc-D, NITS

HNITS

Cc : All DDG's – for kind information.

Circulated to all departments at HQ/NITS/Labs/RO's and BO's